

2012 “ ALUMNI SMALL GRANTS PROGRAM” U.S. EMBASSY ANKARA, TURKEY



GRANT APPLICATION GUIDELINES

Introduction

The U.S Mission in Turkey announces the Alumni Small Grants Program. The main objective of the grant program is to support innovative, small-scale, cutting-edge projects developed and implemented by US Mission Alumni in the areas of educational development, environment issues, community development, civil society building, human rights, youth enrichment activities, health and human services and employability for the target audience.

Application Procedure and Eligibility

- The U.S. Mission in Turkey invites **registered Alumni** who are actively working in the NGOs (working for and with an NGO) to submit proposals up to \$5,000. Group of alumni students or individuals may also submit proposals for sums up to \$2,000.

**Please sign up State Alumni website, which is for only registered Alumni: <https://alumni.state.gov/landing-page/language-versions-folder/turkish-state-alumni-is> . Being a member of State Alumni website quickens verification of your status as a registered alumnus.*

- **Language:** Proposals to the U.S mission in Ankara must be **submitted in English**; however the consultation with the Youth and Civil Society Programs Coordinator from the U.S. Mission may be done in Turkish.
- The project duration can be **minimum of 3 months and maximum of 12 months**.

Deadlines and Key Dates:

Round 1: Submission Deadline: April 13, 2012 (projects will be reviewed by April 30)

Round 2: Submission Deadline: August 31, 2012 (projects will be reviewed by September 14)

While submitting the application there are also additional documents that the registered NGOs need to submit;

- *Most recent annual financial statement listing income sources (audited if available)*
- *Copy of the applicant organization's registration status (For NGOs only)*

Themes

Possible themes of the "Alumni Small Grants Program" focus on:

I) Educational Development

II) Environmental Issues

III) Community development/ Civil Society Building/ Human Rights

IV) Enrichment activities for youth such as Summer Camps, Debates, Competitions, IT Classes

V) Health and Human Services

Assessment Criteria

- **Targeting:** The project aims must be for improving and expanding the opportunities, skills, world views and outcomes of the target audience
- **Innovation:** The U.S Mission in Turkey is particularly interested in projects which introduce a new approach, process, or technology in tackling one of the issues listed above.
- **Sustainability:** Demonstrates the organizational capacity, viability of partnerships and the longer term financial viability of the project (i.e. The organization's capacity to continue the project beyond the initial funding period).
- **Results and Measurability:** Demonstrates a quantifiable, direct impact on the target group with clearly articulated mechanisms to measure the project's effectiveness in reaching them within the timeframe of implementation.
- **Cost Sharing:** Demonstrates cost sharing (funds or in kind contributions are acceptable) from the organizations involved in the proposal. Cost sharing is required and should be clearly indicated and adequately calculated in the budget.

Activities that will not be supported

The Alumni Small Grants Program cannot fund: General research programs, ongoing institutional core support (such as equipment, office supplies, rent, maintenance costs, computers/ IT equipment, entertainment costs, international travel, utilities), scholarships, and fellowships.

Additional weight is given to:

- **Ownership and Community Involvement:** Acceptance and ownership from local implementing/beneficiary communities; creates synergies, emphasizes community

contributions and utilizes the strengths and the resources of the respective communities.

- **Promoting Gender Equity:** Promotes inclusion and active participation of young women.

Promotion and Visibility Guidelines:

As this is a grant program funded by the U.S. Mission in Turkey, the grantees are **obligated** to put Embassy logo on all promotional material and related documents that are visible to third parties.

Monitoring and Evaluation (M&E)

M&E will be administered through the Youth and Civil Society Programs Coordinator at the U.S Mission in Turkey. The Youth and Civil Society Programs Coordinator will act as the main contact point with the grantee organizations and/or individuals.

Applicants whose grant proposals are accepted by the Alumni Small Grants Program Committee are required to:

- Submit at minimum an interim and final progress report
- Submit an interim and final financial report for the project
- Answer any inquiries from the U.S Mission in Turkey during the grant period
- Allow for field visits at mutually convenient times during the grant period

A summary report will be put together by the U.S Mission in Turkey on the project results and lessons learned after the project implementation and review period. The report will be published on the U.S. Mission Turkey website.

Call for Proposals

The Proposal form is available at: <http://turkey.usembassy.gov> Proposals will only be accepted as a Microsoft Word Document, in English, via e-mail to: Ankara-youth-mb@state.gov